



The Carlsbad Recreation Department currently has an opening for a

# **OFFICE ASSISTANT**

## **Harding Community Center**

**Beginning at \$10.00 per hour**

### **Duties include:**

- Front counter customer assistance
- Participant/Program registration
- Maintain records
- Answer phone calls and provide information
- Sort and/or file materials
- Operate a variety of office equipment (photocopiers, computers, fax, etc)
- Collect fees and payments and prepare deposits
- Record keeping

### **Knowledge of:**

- Modern office equipment, methods and procedures
- Proper English usage, punctuation, grammar and spelling
- Software applications and utilizing computers and performing basic data entry

### **Ability To:**

- Demonstrate excellent customer service
- Maintain electronic records and manual data systems
- Communicate effectively
- Develop and maintain effective working relationships
- Learn the policies and procedures of the Recreation Department
- Effectively manage a high volume of customers, phone calls and other duties
- Learn the Recreation Registration software program (CLASS Solutions)

### **Experience/Education:**

At least one year of responsible experience working in a front office environment. Equivalent to the completion of the twelfth grade.

### **Special Conditions:**

Must be available to work a flexible schedule to cover for vacations, sick leave, etc. of the full time Office Specialist II. Typical working hours are M-TH, 12 noon – 4 pm and every other Friday, 8 am – 5 pm.; must meet State of California Tuberculosis test requirements; and be over 18 years of age.

**\*Part-time employee cannot exceed 1,000 total hours worked in one fiscal year.**

**APPLICATION PROCEDURE** – APPLY AT HARDING COMMUNITY CENTER, 3096 HARDING STREET, CARLSBAD, **DEADLINE: OPEN UNTIL FILLED**. CANDIDATES MOST QUALIFIED WILL BE GRANTED AN INTERVIEW. FOR MORE INFORMATION: CONTACT TERIE ROWLEY, (760) 602-7510.